Position: Assistant Director of Foundation and Corporate Giving

Reports to: Senior Director of Strategic Investments

Location: New York City

Status: Full-time, Exempt

Background:
Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. We work with schools and in communities to provide the mentoring relationships, safe spaces, and evidence-based programming that are proven to help girls succeed. Girls build the knowledge, skills, and confidence to lead change in their lives and effect change in the world. Girls Inc. also works with and for girls to advance legislation and policies that increase opportunities for all girls. Together with partners and supporters, we are building a new generation of leaders. Join us at www.girlsinc.org.

Summary:
Under the direction of the Senior Director of Strategic Investments, the Assistant Director of Strategic Investments is a front-line fundraiser primarily responsible for raising annual support from institutions, helping to identify funding opportunities for programmatic purposes and aligning strategies for organizational growth with interested funding partners. This position is an integral member of the development department and the strategic investment team who collectively are responsible for securing $6 to $8 million in restricted support annually. Up to 25% of this position’s portfolio may include funders interested in corporate cause-marketing partnerships like sponsorships, promotions or point-of-sale campaigns. As such, the Assistant Director has a dotted reporting line to the Director of Corporate Partnerships. This position may also represent the organization in external coalitions.

RESPONSIBILITIES

• In partnership with the Senior Director of Strategic Investments and the Associate Director of Strategic Investments, manage, solicit, cultivate, and steward a portfolio of 50 to 60 corporate, foundation and government funders, prospects, and suspects with the capacity to donate six and seven figure gifts.
• Maintain, steward, and help grow a pipeline of institutional prospects, creating research profiles and meeting briefings to support outreach to new prospective funders.
• Prepare professional letters of inquiry to potential funding sources and collaborating sources, and letters of support/commitment for grant applications.
• Ensure effective and timely communication of proposal requirements, eligibility, restrictions, submission and reporting deadlines, and other pertinent information.
• When appropriate, coordinate closely with Cause Related Marketing and Special Events staff to develop a comprehensive approach to maximizing corporate support.
• Coordinate effectively with other departments and Girls Inc. affiliates to ensure that organizational strategies are funded and implemented effectively.
• Produce compelling top-level funding proposals that link funder priorities with Girls Inc. goals and initiatives. Ensure that proposal materials meet funder criteria, are persuasive, accurate, well targeted, and meet deadlines.
• Ensure timely coordination of agreed upon deliverables and impact reports for funders.
• Assist with grant budgets and budget justifications. Assist in monitoring grant expenditures in conjunction with Finance Department.
• Formulate, implement, and recommend short-term and multi-year fundraising plans for foundation, government, and corporate sources.
• Support the tracking, monitoring and reporting of donor interactions in the CRM system, Salesforce, to improve systems to effectively and grow the donor pipeline

QUALIFICATIONS

• BA/BS required plus a minimum of 2 years successfully soliciting support from corporations, foundations and government entities.
• Entrepreneurial approach with a proven track record of securing charitable gifts of $100,000 or more.
• Demonstrated knowledge of foundation and corporate funding communities, and success in building long-term relationships that lead to increased giving.
• Demonstrated success identifying and qualifying new institutional prospects.
• Excellent verbal and written skills, with a demonstrated ability to write compelling and strategic letters of inquiry, funding proposals, and stewardship reports.
• Excellent numeracy skills, with the ability to read/articulate budgets and create financial reports.
• Ability to work in partnership with a wide range of constituents, including foundation representatives, government officials, faculty members, staff, management, colleagues, and affiliate executives.
• Ability to travel periodically (including staffing the CEO, COO, and CDO) with occasional evening and weekend work required.

To Apply: Applicants must submit a cover letter and a resume for consideration to humanresources@girlsinc.org. No phone calls, please.

AN EQUAL OPPORTUNITY EMPLOYER